C O N F I D E N T I A L   *U+m 1*

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22 August 1984

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MEMORANDUM FOR: Chief, _____   25X1
                  ____ /IMS

FROM: Daniel C. King   25X1
                  Director of Logistics

SUBJECT: Justification to Receive the _____

REFERENCE: Memo to _____ Holders fm C/IMS, dtd 9 Aug
                  84, Same Subject (DO/IMS _____)

    1. In that the Office of Logistics must support all DO
activities, it is important that we have access to the
telephone numbers and addresses of people we must deal with in
accomplishing the requirements levied upon us by your
directorate.   25X1

    2. This telephone book is held in my office and people
requiring telephone numbers and addresses either come by or
call my secretary for this information. My mailing address is
_____ You may be assured that we do not reproduce
any part of this directory.

                        /s/ Daniel C. King

                        Daniel C. King

Distribution:
  Orig - Adse   25X1
   (1)- OL Files
    1 - D/L Chrono

O-D/L: _____ (22 Aug 84)   25X1

Mailed 22 Aug 84

OL 0113-84

C O N F I D E N T I A L

DO/IMS 25X1

9 August 1984

25X1

MEMORANDUM FOR: [   ] Holders Outside the Directorate of
Operations

25X1

FROM: [   ]

Chief, Information Management Staff, DO

25X1

SUBJECT: Justification to Receive the [   ]

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1. This memorandum describes a change in the procedure for requesting copies of the [   ] (DO telephone directory). The change is intended to establish more effective distribution controls while assuring that the needs of components outside the Directorate of Operations are met.

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2. Before distribution of the next issue of the [   ] is made, requesters outside the DO must submit a memorandum to the Information Management Staff, [   ] located in Room 1 B 4004, HQS. The memorandum must justify the need for the DON in specific terms, and include the name(s) of the requester(s) and his/her office location. Upon approval of the request, the individuals will be notified and a new copy issued when the previous edition is returned. When there is no further need for the DON, or the person responsible for it transfers to another office, the publication must be returned to DO/IMS [   ]

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3. You are reminded that the [   ] is a controlled directory and it is not to be reproduced in part or in its entirety. Each person is accountable for his/her copy.

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C O N F I D E N T I A L